Fax Server Uno and Setup Manual

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Introduction

The **Fax Server Uno** is a stand-alone network fax machine. Together with the **Fax Server Easy Access** software it forms a complete network faxing system. Faxes can be sent from every workstation on the network with the **Fax Server Easy Access** software. The **Fax Server Easy Access** software addresses the Fax Server Uno, which stores the fax and takes care of the actual fax transmission. All faxes received by the Fax Server Uno are stored on the internal hard disk and can be viewed from every workstation with the Uno Easy Access software. The Fax Server Uno handles incoming and outgoing fax transmission and stores all sent and received faxes. All stored faxes are available through the network. The Fax Server has extensive E-mail capabilities. Incoming faxes can be selectively E-mailed to programmed E-mail addresses. Fax transmission results are E-mailed to the Send Fax User.

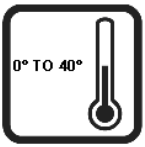
Fax Server Setup

The Fax Server Setup application is a tool for the network manager to create ftp accounts for users of the Fax Server Uno. The FTP user accounts are used to personalize the Fax Servers archive. The Fax Server Uno will allow a user to view faxes that have been received on specific telephone extension numbers only. Getting the Fax System to work
For the Fax System to work you need at least:

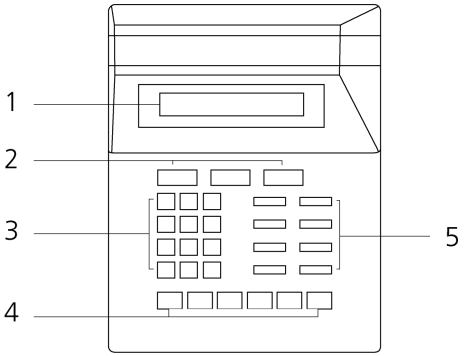
- A **Fax Server** connected to a telephone line and to the network.
- At least one workstation with the **Fax Server Access System** application installed.
- At least one workstation with the **Send Fax** application installed.

SendFax and Fax Server Access System software are described in their respective manuals.

Care and Maintenance

	Keep the Call Recorder Pico dry. If it gets wet, wipe it dry immediately with a soft, clean cloth. Liquids might contain minerals that corrode the electronic circuits.
	Use and store the Call Recorder Pico only in temperature conditions between 0 and 40 degrees Celsius. Temperature extremes can shorten the life of electronic devices and distort or melt plastic parts.
	Keep the Call Recorder Pico away from excessive dust and dirt.
	Do not use aggressive chemicals, cleaning solvents or strong detergents to clean the Call Recorder Pico.

1 Getting to know the Fax Server Uno



1. The display.
2. The Soft keys..
3. The numerical keys.
4. The arrowed keys.
5. The 8 function keys. See below.

The eight function keys:

Rx	Received faxes queue and Received faxes info key. See § 5.1
Tx	Sent faxes queue and Send faxes info key. See § 5.2
	E-mail function key. See § 6
✕	Empty queue function key. See § 5.5
Fax	Fax settings menu key. See § 3
LAN	Network settings menu key. See § 4
	Disk info key. See § 5.6
Sys	System settings menu key. See § 2

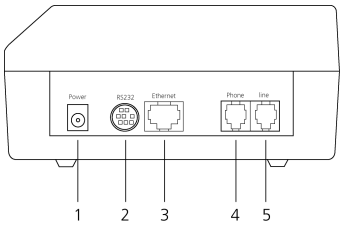
1.1 What's in the box

- Fax Server Uno
- Mains supply adapter.
- Telephone cable with RJ11 connectors.

- CD-Rom with Send Fax and Fax Server Access System software.

1.2 Connecting the Fax Server Uno

The FaxServer back plate has the following connections.



1. The Power socket.
2. The Serial connection socket.
3. The Ethernet connection socket.
4. The telephone line
5. The telephone connection.

Connect the Fax Server Uno as follows.

- Connect the Power supply to the power socket. **1**
- Connect the Ethernet plug to the Ethernet socket **3**
- Connect the telephone line to the Line socket **4**. The Phone socket in **5** allows for the optional connection of a telephone or a second fax machine.

The serial connection is used only in specific occasions not described in this manual.

1.3 Setting up the Fax Server Uno for operation

The setup of the Fax Server is done as follows. The following setting have to be made.

- **System settings** deal with the general settings like clock, password and language settings.
- **Fax Settings** relate to the actual fax transmission, like transmission speed, top line and dial prefix settings.
- **LAN Settings** deal with the settings that have to do with the network connection of the Fax Server like FTP username and password, E-mail address and IP Number settings.

Follow the instructions in the description of the System settings in § 2 The Fax settings can be found in § 3 and LAN settings in § 4.

2 System settings

Enter the System settings as follows.

- Press the **Sys** button.

A sequence of System settings will need to be passed. Every item will have at least three options:

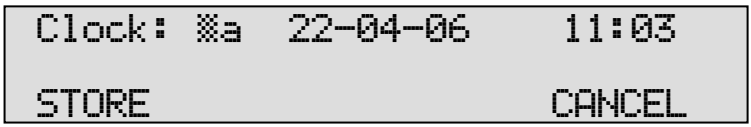
- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter the value or property of the menu item.
- Press **STOP** to exit the menu.

Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

2.1 Set the Clock

- Press the **Sys** button.

- Press **CHANGE** to change the setting of the clock.



- Press key's 1-7 to change the day of the week.

The default date and time format is DD-MM-YY and HH:MM (when American has been set as language the format is changed to MM-DD-YY). Use the arrowed keys to move the blinking character left and right.

- Press soft key **STORE** to store the changes or press soft key **CANCEL** to return to previous values.

2.2 Protect the Fax Server with a Password

The Fax Server can be protected with a password against unauthorized use. When password protection has been enabled all operations are blocked before the correct password has been entered.

- Press the Sys button.
- Press **NEXT** once.

- Press **CHANGE** to enter a password.

- Press **STORE** to enable the entered password.
- Press **STOP** to exit the menu.

From this point on you will be prompted for the password before entering the menus.

2.3 Remove Password protection

- Press the Sys button.
- Enter the password and press **CONTINUE**.
- Press **NEXT** once.

- Press **CHANGE** to disable the password.
- Press **STOP** to save and exit the menu.

The password protection has now been disabled.

2.4 Set the Language

- Press the Sys button.
- Press **NEXT** twice.

- Press **CHANGE** to select the preferred language.
- Press **STOP** to save and exit the menu.

2.5 Reset all values

Use **Reset all values** to reset all fax transmission and system values.

- Press the **Sys** button.

- Press **NEXT** four times.

- Press **CHANGE** to enable the Reset all values operation.

- Press **STOP** to execute the **Reset all values** operation.

Attention: Reset all values operation will disable the password protection.

3 Fax settings

Enter the Fax settings as follows.

- Press the **Fax** button.

A sequence of Fax settings will need to be passed. Every item will have at least three options:

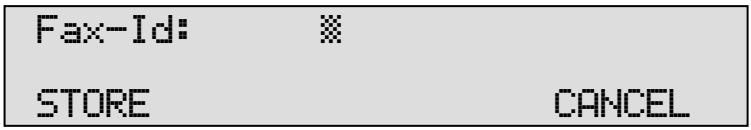
- Press **NEXT** to save and move on to the next menu item.
- Press **CHANGE** to enter or change the value or property of the menu item.
- Press **STOP** to exit the menu.

- Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

3.1 Fax ID

The Fax ID is the actual identification of the fax machine. When a fax is transmitted both fax machines negotiate their Fax ID's.

- Press **CHANGE** to enter the Fax ID.

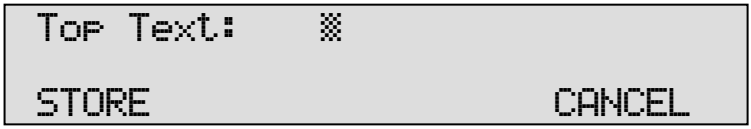


- Press **STORE** to save the Fax ID.
- Press **NEXT** to move on to the next menu item.

3.2 Top text

The Top text is the text that is printed as the top line of the fax. The Top Text is mandatory in the United States.

- Press **CHANGE** to enter the Top text.



- Press **STORE** to save the Top text.
- Press **NEXT** to move on to the next menu item.

3.3 Maximum Fax speed

The fax transmission speed is negotiated between the two fax machines before the actual transmission of the fax takes place and depends on the quality of the telephone connection. The Maximum Fax speed is an upper limit to the transmission speed.

- Press **CHANGE** to change the transmission speed.

Select 14400, 9600 or 4800 bps. The default 14400 bps setting is advised.

- Press **NEXT** to save and move on to the next menu item.

3.4 Fax Send retries

The Fax Send Retries property determines the number of times the Fax Server will try to send a fax in case of unsuccessful transmission.

- Press **CHANGE** to change the number of retries.

- Select a value between 0x and 15x.
- Press **NEXT** to save and move on to the next menu item.

3.5 Send Retry time

The Send retry time is the time the Fax Server will take to resend the fax.

- Press **CHANGE** to change the e Send retry time.
- Select a value between 15 and 1800 seconds.
- Press **NEXT** to save and move on to the next menu item.

3.6 Retry after voice

Retry after voice determines whether the Fax Server should retry to send a fax when the fax number was answered but no fax machine found on the remote side. This property enabled allows for the recipient to put the call through to the fax machine.

- Press **CHANGE** to enable or disable the retry after voice property.
- Press **NEXT** to save and move on to the next menu item.

3.7 Send Start Time

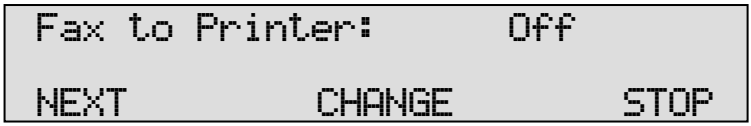
Send Start Time is used when a large amount of faxes are sent. Setting the Send Start Time will keep the faxes in queue. The queue is sent at the set time.

- Press **CHANGE** to enable Send Start Time. Keep pressing **CHANGE** to increase the start time. Press **CHANGE** once more after 23:45 to turn **Off** again.
- Press **NEXT** to save and move on to the next menu item.

It is still possible to send a fax directly when the Send Start Time has been enabled. In SendFax application the fax should be marked as Priority fax. See § 2.4 in the SendFax manual.

3.8 Fax to Printer

The Fax to Printer property enables the use of a network printer. Settings of a network printer appear in the Network settings menu in § 4.8.



- Press **CHANGE** to change Printer mode.

Choose between **Rx (received only)**, **Tx (sent only)** or **All**.

- Press **NEXT** to save and move on to the next menu item.

3.9 Speaker

Select the speaker mode.

- Press **CHANGE** to change speaker mode.

Choose between **Dial only**, **Always on** and **Always off**.

- Press **NEXT** to save and move on to the next menu item.

3.10 Speaker volume

Set the speaker volume.

- Press **CHANGE** to change speaker mode.

Select a value between 0 and 7.

- Press **NEXT** to save and move on to the next menu item.

3.11 Beep after Rx/Tx

Beep after Rx/Tx lets the Fax Server sound a beep after a fax has been sent or received.

- Press **CHANGE** to enable or disable the Beep after Rx/Tx property.
- Press **NEXT** to save and move on to the next menu item.

3.12 Dial prefix

Use the Dial prefix to have the Fax Server dial the Dial prefix before dialing the fax number as supplied by the Send Fax application.

- Press **CHANGE** to enter the Dial prefix, use the character W to insert a waiting period. For example “0W0767”.

- Press **STORE** to save the Dial prefix.
- Press **NEXT** to move on to the next menu item.

3.13 No Answer time-out

The No Answer timeout time determines the time the Fax Server will wait for the remote fax machine to answer the call.

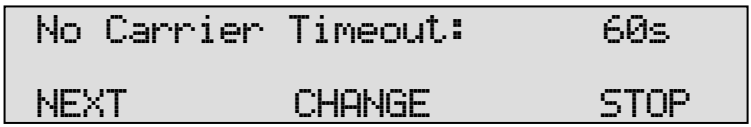
- Press **CHANGE** to change the No Answer timeout.

Select a value between 20 and 180 seconds. It is advised to keep the default 60 second setting.

- Press **NEXT** to save and move on to the next menu item.

3.14 No Carrier time-out

The No Carrier timeout determines the time the Fax Server and the remote fax machine have for negotiation.



- Press **CHANGE** to change the No Carrier timeout.

Select a value between 20 and 180 seconds. It is advised to keep the default 60 second setting.

- Press **NEXT** to save and move on to the next menu item.

3.15 Caller ID

The Fax Server supports four different kinds of Caller ID methods.

- Press **CHANGE** to change Caller ID method.

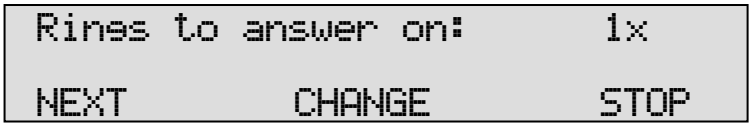
Choose between **DTMF-pola**, **DTMF-ring**, **FSK-pola** and **FSK-ring**. Caller ID's are stored with the fax data and can be viewed in the Fax Server Access System.

Caller ID is sent by the your service provider as it is commonly used on telephone lines. It is not to be confused with Fax ID or CSID. It is often an extra service to be ordered from your service provider to have Caller ID enabled on your telephone line.

- Press **NEXT** to save and move on to the next menu item.

3.16 Rings to answer on

Rings to answer on determines the number of times the telephone rings before the Fax Server answers the telephone call.



- Press **CHANGE** to change the Rings to answer on value.

Select a value between 0x and 12x.

- Press **NEXT** to save and move on to the next menu item.

This setting determines whether the Fax Server Uno or the connected normal fax machine handles the incoming fax traffic. This setting can be made on most fax machines. Set the machine you want to handle the incoming fax traffic to the lowest Rings to answer on, so this machine will always answer the phone first. Always allow for a margin of two or three rings for the setting of the second machine. In case the first machine fails the second can serve as a back-up system.

3.17 Ring volume

The Ring volume determines the volume of the ringer of the Fax Server.

- Press **CHANGE** to change the Ring volume property.

Select a value between 0 and 12.

- Press **NEXT** to save and move on to the next menu item.

3.18 Ring variation

Ring variation determines the variation in the sound of the ring.

- Press **CHANGE** to change the Ring variation property.

Select a value between 1x3 and 3x12.

- Press **NEXT** to save and move on to the next menu item.

3.19 Ring frequency

Ring frequency determines the pitch of the ring.

- Press **CHANGE** to change the Ring frequency property.

Select a value between 400+50 and 3400+350.

- Press **STOP** to save and exit the menu.

4 LAN settings

Enter the LAN settings as follows.

- Press the **LAN** button.

A sequence of LAN settings will need to be passed. Every item will have at least three options:

- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter or change the value or property of the menu item.
- Press **STOP** to exit the menu.

- Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

4.1 E-mail address

The Fax Server has extensive E-mail capabilities. All received faxes can easily be forwarded to one E-mail address.

- Press **CHANGE** to enter an E-mail address.

Use the numerical keys to enter the E-mail address.

- Press **STORE** to save the E-mail address.
- Press **NEXT** to move on to the next menu item.

- There is an option to E-mail the received faxes to different E-mail addresses. The Fax Server holds a list of E-mail addresses to distribute received faxes. In case several extensions are used as local fax numbers the E-mail distribution can take place according to extension number. Your PBX should support this function. Selection of faxes for distribution via E-mail can also take place according to remote Fax ID. See § 6.

4.2 Reply address

Because the Fax Server cannot receive E-mail the E-mails sent by the Fax Server require another reply address.

- Press **CHANGE** to enter the E-mail reply address.

Use the numerical keys to enter the E-mail reply address.

- Press **STORE** to save the E-mail reply address.
- Press **NEXT** to move on to the next menu item.

4.3 SMTP server IP address

The Fax Server uses the IP address of the SMTP server to send E-mail. In case a local SMTP server is used the IP number can be entered directly. In case of an SMTP server outside the network both the **Gateway** and the **Subnet Mask** need to be set later on.

- Press **CHANGE** to enter the IP address of the SMTP server.

Use the numerical keys to enter the IP address of the SMTP server. Both an IP number or IP name are allowed. In case an IP name is used the DNS server needs to be configured. See § 4.7 for details.

- Press **STORE** to save the IP address of the SMTP server.

- Press **NEXT** to move on to the next menu item.

4.4 SMTP server port

SMTP-server port is the port number through which the Fax Server connection is to be made with the SMTP server. The SMTP-server port of the Fax Server is default set to 25. Do not change the SMTP-server port number when this value is not explicitly changed in the SMTP server.

- Press **CHANGE** to change the SMTP-server port number.

Use the numerical keys to enter the SMTP-server port number.

- Press **STORE** to save the SMTP-server port number.
- Press **NEXT** to move on to the next menu item.

4.5 SMTP Login

Sometimes SMTP servers are set up to require a login. In this case SMTP Login should be enabled. When SMTP Login is enabled the next questions in the menu will ask for SMTP User name and Password.

- Press **CHANGE** to enable SMTP Login.

- Press **NEXT** to save and move on to the next menu item.

4.6 Domain name

The domain name of the SMTP server is required as domain name in the Fax server. In case the SMTP server is on the network the network domain is required. In case the SMTP server is outside the network the domain name of the SMTP server is required. Contact your provider for more information.

- Press **CHANGE** to enter the domain of the SMTP server.

Use the numerical keys to enter the domain of the SMTP server.

- Press **STORE** to save the domain of the SMTP server.
- Press **NEXT** to move on to the next menu item.

4.7 DNS server

In case an IP name has been configured for your SMTP server you need to configure the IP number of the Domain Name Server server.

- Press **CHANGE** to enter the DNS server.

Use the numerical keys to enter the DNS server.

- Press **STORE** to save the DNS server.
- Press **NEXT** to save and move on to the next menu item.

4.8 Printer address

The printer address refers to the IP address of the network printer. Network printer will allow new faxes (sent and received) to be printed directly to a network printer. Here the main printer is defined.

- Press **CHANGE** to enter the IP address of the Printer.

Use the numerical keys to enter the IP address of the Printer.

- Press **STORE** to save the IP address of the Printer.
- Press **NEXT** to move on to the next menu item.

4.9 Printer port

Printer port is the port number through which the Fax Server connects to the Network Printer. The Printer port is default set to 515, as is the setting of the port number in most printers. If there is no direct reason to change the Printer port it is best left unchanged.

- Press **CHANGE** to change the Printer port number.

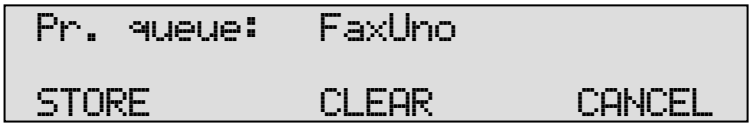
Use the numerical keys to enter the Printer port number.

- Press **STORE** to save the Printer port number.
- Press **NEXT** to move on to the next menu item.

4.10 Printer queue

Some printers require a printer queue name.

- Press **CHANGE** to enter the Printer queue name.



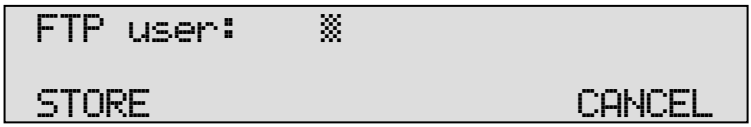
Use the numerical keys to enter the Printer queue name.

- Press **STORE** to save the Printer queue name.
- Press **NEXT** to move on to the next menu item.

4.11 FTP user

The FTP user is administrators user name of the Fax Server. It can be used in the Fax Server Access System and Send Fax to log on to the Fax server. The administrator username and password has unlimited authorities.

- Press **CHANGE** to change the FTP user name.



Use the numerical keys to enter the FTP user name.

- Press **STORE** to save the FTP user name.
- Press **NEXT** to move on to the next menu item.

4.12 FTP password

The FTP password of the Fax Server is the password that goes with the FTP administrator user name of the Fax Server.

- Press **CHANGE** to change the FTP password.

Use the numerical keys to enter the FTP password.

- Press **STORE** to save the FTP password.
- Press **NEXT** to move on to the next menu item.

4.13 FTP server port

FTP server port is the port number through which the Fax Server Access System and Send Fax log on to the Fax server. The FTP server port is default set to 21, as is the setting of the port number in the Fax Server Access System and Send Fax. If there is no direct reason to change the FTP server port it is best left unchanged.

- Press **CHANGE** to change the FTP server port number.

Use the numerical keys to enter the FTP server port number.

- Press **STORE** to save the FTP server port number.
- Press **NEXT** to move on to the next menu item.

4.14 DHCP server

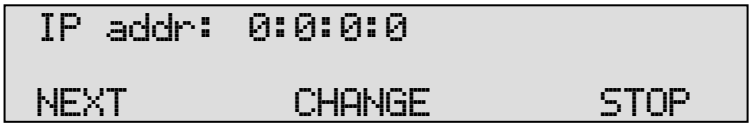
In case a DHCP server is used on the network the DHCP server must be enabled. In case a DHCP server is not used on the network the DHCP server must be disabled.

- Press **CHANGE** to enable DHCP server.

- Press **NEXT** to save and move on to the next menu item.

4.15 IP address

As part of the network the Fax Server needs an IP address. In case a DHCP server is used (see previous item) the DHCP server will assign the Fax Server an IP address. In case a DHCP server is not used a static IP address must be given to the Fax Server.



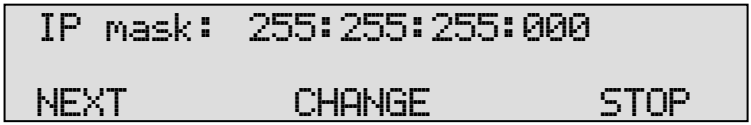
- Press **CHANGE** to enter the IP address of the Fax server.

Use the numerical keys to enter the IP address of the Fax server.

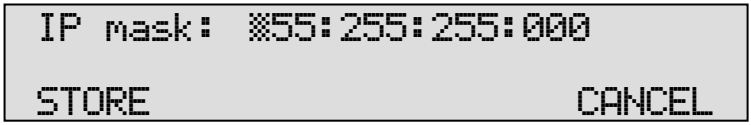
- Press **STORE** to save the IP address of the Fax server.
- Press **NEXT** to move on to the next menu item.

4.16 IP subnet mask

The IP subnet mask is used by the Fax server if access from outside the network is required. In this case the Gateway will need to be entered as well. In case the used SMTP server is not on the local network the IP mask and gateway need to be entered.



- Press **CHANGE** to change the IP subnet mask of the Fax server.



Use the numerical keys to enter the IP subnet mask of the Fax server.

- Press **STORE** to save the IP subnet mask of the Fax server.
- Press **NEXT** to move on to the next menu item.

4.17 Gateway

The Gateway is used by the Fax server if access from outside the network is required. If so the Gateway and the IP subnet mask will need to be entered. For instance, if the used SMTP server is not on the local network the IP mask and gateway are required.

- Press **CHANGE** to enter the Gateway of the Fax server.

Use the numerical keys to enter the Gateway of the Fax server.

- Press **STORE** to save the Gateway of the Fax server.
- Press **NEXT** to move on to the next menu item.

4.18 IP name

Aside from the IP address the Fax Server can also be addressed by an IP name if this function is supported by your DNS server.

- Press **CHANGE** to enter an IP name for the Fax server.

Use the numerical keys to enter an IP name for the Fax server.

- Press **STORE** to save the IP name of the Fax server.
- Press **NEXT** to move on to the next menu item.

4.19 Network Time Server

Network Time Server refers to the IP address of the Network Time Server. Network Time Server is used to synchronies the time of the FaxServer with the time on the Network Time Server.

- Press **CHANGE** to enter the IP address of the NTP server.

Use the numerical keys to enter the IP address of the NTP server.

- Press **STORE** to save the IP address of the NTP server.
- Press **NEXT** to move on to the next menu item.

4.20 NTP server port

NTP server port is the port number through which the Fax Server connects to the Network Time Server. The NTP server port is default set to 123, as is the setting of the port number in most NTP servers. If there is no direct reason to change the NTP server port it is best left unchanged.

- Press **CHANGE** to change the NTP server port number.

Use the numerical keys to enter the NTP server port number.

- Press **STORE** to save the NTP server port number.
- Press **NEXT** to move on to the next menu item.

4.21 GMT correction

GMT correction property is used to identify the time zone. NTP server normally issues GMT. GMT correction can be set in half hours from -15:00 to + 15:00.

- Press **CHANGE** to set GMT correction. Keep pressing **CHANGE** to increase the correction. It will start with + 1:00, keep pressing **CHANGE** to increase. After + 15:00 there will appear - 15:00.
- Press **NEXT** to save and move on to the next menu item.

GMT correction refers to Winter time. Summer time and Winter time are corrected automatically.

4.22 TelNet

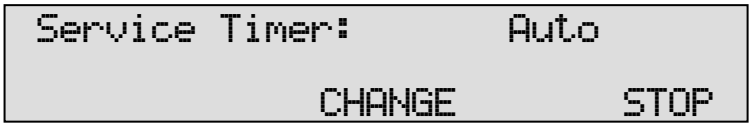
TelNet can be used to log on to the Fax Server and configure the Fax Server from your PC. If required contact your supplier for more details.

- Press **CHANGE** to enable TelNet.

- Press **NEXT** to save and move on to the next menu item.

4.23 Service timer

The Service timer determines the performance of the network connection. Default the Service timer is set to Automatic. Changing the setting should only be done when advised by a service engineer to solve problems.



- Press **CHANGE** to change the Service timer.

The following settings are available:

S1-S5, F1-F3 and U1-U3. Where S stands for Slow, F for Fast and U for Ultrafast.

The Service Timer is the last item in the LAN settings menu.

- Press **STOP** to exit the LAN menu.

5 Fax Server Uno function keys

Under normal circumstances the Fax Server does not need much attention. Operation is done through the Fax Server Access System and Send Fax applications. Once the settings have been made the reception of faxes is done automatically. Received faxes are E-mailed to the programmed E-mail address. Received faxes can also be viewed over the network with the Fax Server Access System application. Once the Send Fax application has been installed on a network workstation and the settings have been made the sending of faxes is done with the Send Fax application from the workstation over the network. The Fax Server is operated with the eight function keys, which allow for viewing basic info on the status of the Fax Server and concise info of sent and received faxes. The function of the function keys is described in the following paragraphs.

- **Rx** gives information on the received. Both the archive and the queue can be viewed. See § 5.1.
- **Tx** gives information on the sent faxes. Both the archive and the queue can be viewed. See § 5.2.
- displays the E-mail list. See § 6.
- allows you to empty the Rx and Tx queues. See § 5.5.
- **Fax** opens the Fax settings menu. See § 3.
- **LAN** opens the Network settings menu. See § 4.
- displays the free disk space. See § 5.6.
- **Sys** opens the System settings menu. See § 2.

5.1 Rx, the received faxes

The **Rx** key opens the received faxes menu.

- Press the **Rx** key to enter the received faxes menu.

- Press **STOP** to exit the Received faxes menu.
- Press **QUEUE** to view the received faxes queue. The **QUEUE** contains all the received faxes that still need to be E-mailed.
- Press **ARCHIVE** to enter the search the received faxes. The **ARCHIVE** contains all the received faxes.

Search the received faxes archive on time, date and/or Fax ID.

In the search the date time and Fax ID is always incorporated. You are first prompted to enter the date.

- Enter the date you want to search and press SEARCH to perform the search.

If you want to search on date only the Fax Server uses wildcards in the search strings for the time and Fax ID. If you want to search according to date only you can enter wildcards for the date, e.g. **:**:**.

- Press the **TIME** key to search.
- Enter a time to search for. Use wildcards (star key) to expand your search criteria, e.g. enter 13:** to search for faxes received between 13:00 and 13:59 hours for the specified date or date range.
- Press **SEARCH** to search for the entered search string.

- It is possible to further refine your search according to Fax ID.

- Enter wildcards for in the Time search string and press **Fax ID** to enter a Fax ID to search for.
- Press **SEARCH** to search for the entered search string.

Use the double arrowed keys to scroll through the found faxes and select a fax. Use the single arrowed keys to scroll through the fax properties of the selected fax.

5.2 Tx, the sent faxes

The **Tx** key opens the sent faxes menu.

- Press the **Tx** key to enter the sent faxes menu.

- Press **STOP** to exit the Sent faxes menu.

- Press **QUEUE** to view the Send faxes queue. The **QUEUE** contains all the Send faxes that still need to be sent.
- Press **ARCHIVE** to enter the search the sent faxes The **ARCHIVE** contains all the sent faxes.

Search the sent faxes archive on time, date or Fax ID.

In the search the date time and Fax ID is always incorporated. You are first prompted to enter the date.

- Enter the date you want to search and press SEARCH to perform the search.

If you want to search on date only the Fax Server uses wildcards in the search strings for the time and Fax ID. If you want to search according to date only you can enter wildcards for the date, e.g. **:**:**.

- Press the **TIME** key to search.
- Enter a time to search for. Use wildcards (star key) to expand your search criteria, e.g. enter 13:** to search for faxes sent between 13:00 and 13:59 hours for the specified date or date range.
- Press **SEARCH** to search for the entered search string.

- It is possible to further refine your search according to Fax ID.

- Enter wildcards for in the Time search string and press **Fax ID** to enter a Fax ID to search for.
- Press **SEARCH** to search for the entered search string.

Use the double arrowed keys to scroll through the found faxes and select a fax. Use the single arrowed keys to scroll through the fax properties of the selected fax.

5.3 Fax or E-mail a fax again

Faxes that are present in the Fax Server database can be sent again as fax or as E-mail. The fax can be sent to any new fax number or E-mail address.

- Select a fax in the Rx or Tx archive.
- Press the ✉→ button.

- Choose **E-mail** or **FAX** to E-mail or fax the selected fax.
- Press **CLEAR** to clear the entry.
- Enter the E-mail address or fax number.
- Press **SEND** to email or enter a number and press **START** to send the fax.

5.4 Add a new E-mail address to the list

The email list on the Fax Server Uno is normally edited with the Fax Server Setup application. See Chapter 6 for details.

- Press the ✉→ button to enter the E-mail list menu.

- Press **NEW** to add a new E-mail address to the list.

Use the numerical keys to enter the E-mail address.

- Press **SAVE** to save the E-mail address and continue with the extension numbers.

Use the numerical keys to enter the extension numbers. The extension numbers need to be separated by the #, e.g. 256#845#973.

- Press **SAVE** to save the extension numbers.

- Press **SAVE** to save the new entry in the E-mail list.

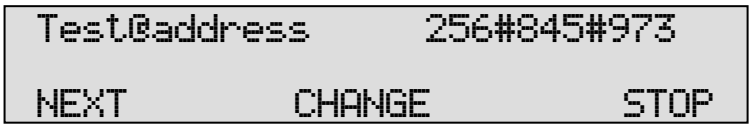
From this point onwards all faxes received through extension numbers 256, 845 and 973 will be E-mailed to Test@address.

5.4.1 Edit the E-mail list

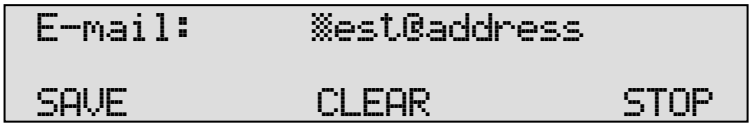
The email list on the Fax Server Uno is normally edited with the Fax Server Setup application. See Chapter 6 for details.
Edit the E-mail list as follows.

- Press the ✉→ button to enter the E-mail list menu.

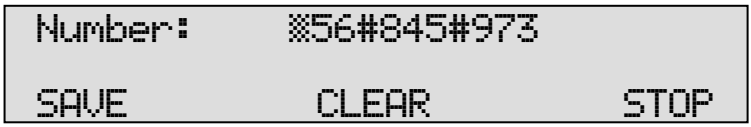
- Press **LIST** to edit the E-mail list.



- Press **NEXT** to move on to the next entry in the E-mail list or press **CHANGE** to edit the E-mail address or the extension numbers.



- Press **SAVE** to save the E-mail address and continue with the extension numbers.



The extension numbers need to be separated by the #, e.g. 256#845#973.

- Press **SAVE** to save the Extension numbers.

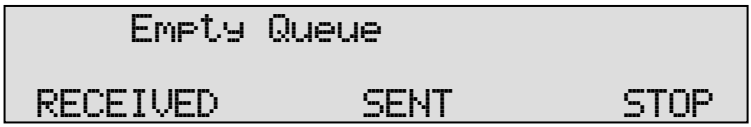
You will return to the E-mail list menu.

- Press **NEXT** to select an other entry in the E-mail list or press **STOP** to exit the E-mail list menu.

5.5 Empty Send and Received queues

The ✕ key opens the empty queue menu.

- Press the ✕ key to enter the empty queue menu.



- Press **RECEIVED** to empty the received queue.
- Press **SENT** to empty the sent queue.
- Press **STOP** to exit the Empty queue menu.

5.6 Disk info

Pressing the ⛁ button shows the free disk space of the Fax Server's hard disk on the display.

6 Fax Server Setup

6.1 Fax Server Setup Introduction

The Fax Server Setup application is a tool for the network manager to create ftp accounts for users of the Fax Servers.

The FTP user accounts are used to personalize the Fax Servers archive. The Fax Server will allow a user to view faxes that have been sent by specific users and to view faxes received on specific telephone extension numbers only.

The Fax Server Setup does not keep any records by itself. For every time the application is started a connection to the Fax Server is required to retrieve the user information. This information can then be edited and uploaded to the Fax Server.

It is possible to create a user account without an ftp account. Any user without an ftp account will only receive faxes received on his own extension in his email.

6.2 Software updates

Both Fax Server Setup application can be updated over the web.

Choose **Help** in the main menu and select "**Check for update**"

A new dialog opens where the current version is displayed.
Click on the "**Check update**" button to check for updates.
The program will check on the Vidicode website for updates of the program.
If there are updates they will be displayed.
Click "**do update**" to execute the update.

Note: The file that is downloaded is a zipped file that is unpacked by the application itself. Update files are approximately 1 Mb in size.
Updates can not be executed while the program is performing other tasks.
An open internet is required for this operation

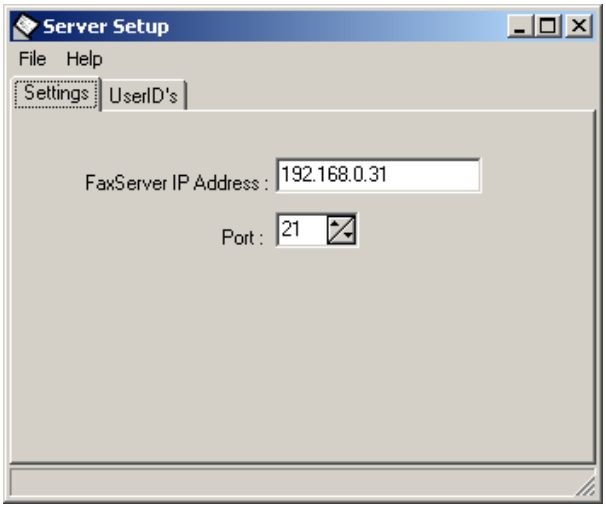
6.3 Installation

Placing the CD-ROM in your computer gives you a choice of installation of Vidicode software. Choose to install the FaxServer Setup software. If the installation is not started automatically, start the FSSetup.exe file in the FSAS folder on the CD to start installation manually. Follow the instructions on the screen.

Setup - FaxServer Setup
Welcome to the FaxServer Setup Setup Wizard
This will install 1.0.8 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
vidicode
Next >
Cancel

6.4 Setting up a Fax Server Uno

When the program is started the following dialog appears:

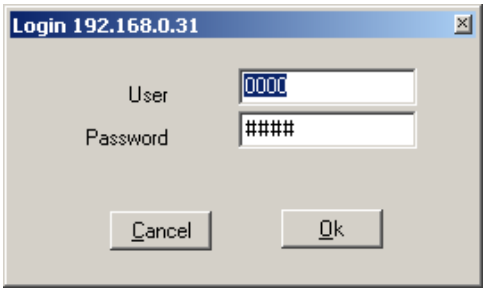


- Enter the FaxServer IP address.

The port setting on the FaxServer is default set to 21.

- Select the UserID's tab.

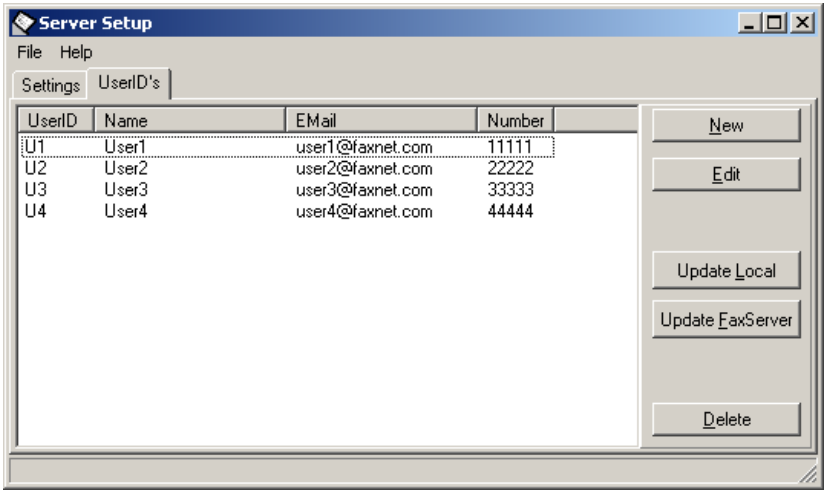
The Fax Server Setup will now come up with the following dialog for FTP username and password:



- Enter the administrator ftp username and password.

The Fax Server Setup will now make a connection to the fax server to retrieve user information.

Now select the UserID's tab after the connection has terminated.
The Userlist as on the Fax Server Uno is now displayed. If there is no user list present on the Fax Server Uno the dialog will be blank.

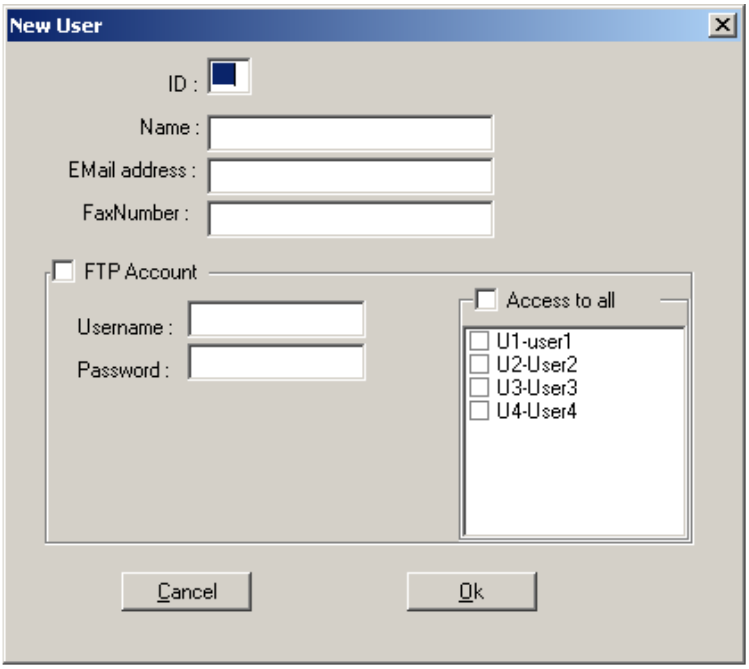


6.5 The user list

The user list displays the User ID, The username the email address and the number.
The User ID consists of two characters, the user ID is user throughout the Fax Server applications to identify a user.
The UserName of the user is user as a more intuitive name for the user.
The email address is the email address the received faxes of the user are sent to.
The number is the extension number which is used as a fax number of the user.

6.6 Create a new user

Click **NEW** to create a new user.
The following dialog appears:



Enter the user properties of the new user.

For every user there is an option to create an ftp account for the user. With the ftp account a user can setup a connection to the Fax Server Uno with the Fax Server Access System software to view his or her faxes on the Fax Server. For every user access to existing user accounts can be set. Check the checkboxes of existing users in the list to enable access to the faxes of said users.

Click **OK** to finish.

6.7 Edit a user profile

A user profile is edited much the same way as creating a new user.

- Select a user in the list of users and click "**Edit**"

A new dialog appears with the selected user properties. Now you can edit the user properties.

- Click **OK** to save the changes.

At this point the user profile has changed in the user list as displayed on your screen. To save the list on the Fax Server Uno the list needs to be transferred to the Fax Server.

- Press "**Update FaxServer**" to transfer the user profiles to the Fax Server.

7 Acknowledgements

7.1 Guarantee

Your Fax Server Uno has a 12-month factory guarantee. The guarantee is effective for normal use only. We would like to emphasize that the guarantee is not valid under exceptional environmental conditions, such as extreme temperatures or humidity levels, nor in the unlikely event of a lightning strike. The guarantee is not valid if the machine has not been handled properly, for example when it has been dropped, or bumped into. In order to qualify for guarantee, you should contact your supplier, and show the receipt. If your supplier cannot help you, you should contact the manufacturer. The manufacturer reserves the right to determine the final date of the guarantee period on the basis of the date of production. Costs of transport to and from the supplier or the manufacturer are for the buyer's account. Guarantee is for parts only and does not cover any costs resulting from the breakdown of the Fax Server Uno. The Fax Server Uno has various extra features that have not been described in this manual. Additional information about this is given in a technical information bulletin. Subjects discussed in this technical documentation are further configuration options, remote configuring, and how to update the firmware in the Fax Server Uno. The further configuration options concern all aspects of operation. In our experience most people are interested in configurations related to user's access.

7.2 Liability

Correct functioning of the Fax Server Uno cannot be guaranteed under all conditions and thus we do not accept any liability for loss of information or other damages due to the use of the Fax Server Uno.
Vidicode is not a source of official interpretation of laws of any country or state and shall not be construed as a source for making decisions.

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